

NEWFIELDS VILLAGE WATER & SEWER DISTRICT

Meeting Minutes from 7/5/2022

Approved August 1, 2022

Distribution:

Ray Buxton Jr.
Cathy Nelson-Smith
George Drinkwater
Paula Boyle
Peter Hellfach
Wendy Chase

Opening:

The regular meeting of the Newfields Village Water & Sewer District was called to order at 7:00 pm on July 5, 2022, at the Water & Sewer District Office, 75 Main Street.

Present: Commissioners Ray Buxton, Cathy Nelson-Smith, George Drinkwater, Paula Boyle and John Jackman, HTA Engineering, Superintendent Peter Hellfach, and Treasurer Wendy Chase.

A. Approval of Minutes

The minutes of June 6, 2022 were unanimously approved.

B. Open Issues

- 1. Irving Gas Station a.k.a. College Auto Property.** There was discussion on the developer's bond. Wendy closed out the \$20,000 escrow account last year for Scott Mitchell. Paula will look in the file for the information on the developer's bond. Tropic Star wants to close out the bond.
- 2. Conservation Plan.**
 - a) Calibrating the Source Meters: Due every 3 years. Next calibration deadline is by the end of year 2024.
 - b) Leak Log: Paula said that there is a leak grant available for leak detection that she will apply for on behalf of the District. The grant application is due at the end of July. Paula will send Ray a copy to look over next week.
 - c) Emergency Plan: Reviewed annually and updated every 6 years. **The next review is due March 2027.**
- 3. Sludge Removal.** Remove sludge from Lagoons along with piping and old aeration system and replace existing aeration system with a permanent solution. Paula prepared applications to NH DES to get State Revolving Fund SRF loan money for the future project to remove sludge. HTA increased the rate of \$800,000 to \$1,000,000 due to increases to piping and all materials, and factoring in the consolidation plan with Newmarket. Paula prepared the grant preapplication from DES to put us on the list for funding to remove sludge. Ray signed the application, and a copy was given to Wendy to file. Paula stated that the grant application has been submitted. **On Hold.**
- 4. Wastewater Updates:**
 - a) Hutchinson Sealing is now using different chemicals and are now within their nitrogen limits. They have reduced the nitrogen by 1,000+ pounds. Paula and Samantha inspected Hutchinson Sealing and CoEd Sports 2 weeks ago. They looked at all the raw material they have and what they do with it and make sure they meet all the regulations for the District, DES and EPA. They also looked at what was discharged to the wastewater facility.
- 6. National Pollutant Discharge Elimination System (NPDES) Permits.**
 - a) Small Wastewater Treatment Facility General Permit (WWTFGP) (Village District

purview)– was issued September 28, 2021 and will become effective December 1, 2021. The Small WWTF General Permit is designed to authorize discharges of wastewater from publicly owned treatment works and other treatment works that treat domestic sewage. The permit establishes effluent limitations, monitoring requirements, reporting requirements and standard conditions for facilities that discharge to fresh and marine waters in MA and NH. Instead of an application, eligible facilities may choose to submit a Notice of Intent (NOI). Peter submitted the NOI. This permit is in draft form. Peter said all the small treatment plants in the Seacoast with individual permits are going to be done in the next 2-3 months and will no longer need to bring samples to Concord for testing. All the treatment plants on the general permit (Newfields) are next to be done but that will be months away so we will continue to take samples to Concord for testing. He will contact the carrier that currently takes samples to Concord to see if he will continue servicing Newfields. Paula said that a new Capacity Management Operation and Maintenance Plan (CMOM) requirement which has to do with operating the sewer system has to be completed. We will also be responsible for submitting an annual plan to the State. John Jackman will be working on it. He explained that it's mandatory to keep the water and sewer budgets separate. Discussion ensued regarding the accountant combining the two accounts at some point. Wendy will work with John to give him the information he needs, and we will start to separate the accounting between the two enterprise funds moving forward. Wendy will have Peter put the correct account numbers on the invoices we receive to make sure they are coming out of the correct accounts. John asked that Wendy print off two years of the general ledger to an excel file and John will see how much they can break out. Wendy deposited the \$9,999 water grant into the checking account. It should go in a subcategory (water) in the checking account. John said he needs the Commissioners goals and a Mission Statement. Cathy will work on the Mission Statement. Peter and Brian will be included and all Peter's contacts. Paula said a lot of that information is in the Asset Management Plan. We need to provide information on what we do for public outreach. John will look at the website for that information. John will put in original Warrant Article when district was started. Easements that are sewer related will be included in the plan. The budget and financial history as well as rate review will be included. Capital improvement plans will be included also. John will provide a manhole improvement form. The plan should be done in 2 months. John suggested reaching out to NH DES to get informational materials that we could provide to the public and school children.

- b) **Great Bay Total Nitrogen General Permit (GBTNGP) (Village District Purview)** – The GBTNGP was issued for 13 eligible wastewater treatment facilities that discharge treated wastewater containing nitrogen within the Great Bay watershed in NH. It was issued on November 24, 2020 and became effective February 1, 2021. The permit establishes total nitrogen effluent limitations, monitoring requirements, reporting requirements and standard conditions for the 13 WWTFs. The discharge of all pollutants other than nitrogen from these WWTFs will continue to be authorized by each WWTS's respective individual NPDES permit. Rather than address this permitting task on a permit-by-permit basis, EPA instead fashioned a general permit designed to comprehensively regulate nitrogen loading from 13 WWTFs in NH on a gross, watershed-wide scale, incorporating an innovative and adaptive approach to achieving water quality standards in the Great Bay estuary through a combination of mandatory load limits at the WWTFs and voluntary nonpoint source nitrogen reductions. Peter submitted the NOI. This permit is in draft form. We are unique; we are the only intermittent dischargers to Great Bay. DES did agree with the way we want to calculate the nitrogen; we always want the levels to be under the 16 pounds we're allowed. Ray said that we have the permit, and the State

sent a letter to the Town because it involves mostly stormwater. Paula said they have a meeting set up with Mike Trenk, Mike Sununu, Bill Meserve, Ray and Peter tomorrow, June 7 to talk about the next steps to meet the total nitrogen permit. **In process.**

- c) **NH Small MS4 General Permit (Town's Purview)**– MS4 – Municipal Storm Sewer System. What is required is regulatory compliance of stormwater discharges from MS4 (Municipal Storm Sewer System) to US waters. This is primarily the Town's responsibility. Paula said Raquel Gibson and John Jackman from HTA are working on getting the final stormwater asset management report together. John said it has to be completed by the end of September. John wants to get Brian utilizing the google account and using the work order system. John has enough money in the budget for two training workshops for Brian and his staff.
- d) **Stormwater Asset Management (Town's Purview)** – Stormwater Asset Management ties into the NH Small MS4 General Permit; both under the town's purview. Ray is the liaison as District Commissioner. Bill Meserve is working on the Hazardous Mitigation plan and wants to know when the Stormwater Asset Management Plan will be complete. Paula will have Raquel contact Bill. Bill Meserve said that all the regulations the Planning Board are putting in place is putting the town in a good position concerning stormwater. Ray said that there is a meeting June 10th with John Jackman, Bill Meserve and Mike Sununu. They will go over the most important/critical assets in town, rank condition of pipes.

7. Water Treatment & Supply Study. The District voted to spend \$75,000 on a study to reduce arsenic in the water supply.

- a) **Consolidation Plan:** The District received a 10,000 grant to look into connecting to the Newmarket water system. Newmarket has reached out to the District stating that they would expect Newfields to upgrade 16 linear feet of pipe in Newmarket if we do connect to their system. The Town of Stratham indicating running a water line to Newmarket to connect to the water system. Paula suggests we keep moving forward looking for Grant money for both alternatives. Paula said that if the Commissioners wanted to continue moving forward with talks with Newmarket HTA would be able to continue for \$10,000. The Commissioners increased the budget by \$10,000.00. Dave put together the memo to the DES on what it would look like to consolidate with Newmarket; they changed the form for the District to get the grant money of \$9,999.50. We received the grant money from the State. Wendy deposited it into the general checking account. It should be deposited in a separate water account in the regular checking account which she did. Paula said that Luis has not sent over the sustainability grant application on connecting to Newmarket to the General Council yet because he is lacking some information. Ray said it was insurance information and he sent him the most current policy. Paula thinks it will go before the Council by the end of July. NH DES and the Attorney General's office already approved it. Paula suggested we take a couple more samples to test for arsenic levels so we are assured we are on track and the levels are less than 5 parts per million of arsenic.

C. New Items

1. Letters explaining the rate increases will be sent along with the quarterly billing on yellow paper.
2. Alarm Central will take over monitoring our fire alarm system at the treatment plant. Peter will look into

having them install an alarm system at the water plant.

3. Ray signed the letter from the Auditor. Wendy will mail it to them.

4. The Rules and Regulations need to be updated. The Commissioners made suggested changes to the regulations. Wendy gave everyone a copy and we will make changes and review them at the August meeting.

5. Paula said she will not be at the August 1st meeting.

6. Cathy is going to work on the Mission Statement for John Jackman.

The Meeting was adjourned at 8:10 PM. The next regular meeting will be on Monday, August 1, 2022, at the Newfields Water & Sewer District Office, 75 Main Street.

Respectfully submitted,

Wendy V. Chase, Treasurer